

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 27

August 15, 2008

**SUBJECT:** OFFICER'S NOTEBOOK, FORM 15.03.00 - REVISED

**PURPOSE:** This Order renames and revises the Officer's Notebook, Form 15.03.00, as outlined in Department Manual Sections 3/621.10, 5/15.03 and 5/15.03.01.

**PROCEDURE:**

**OFFICER'S NOTEBOOK, FORM 15.03.00 - REVISED AND RENAMED.**

The form titled Officer's Notebook, Form 15.03.00, has been renamed Field Officer's Notebook (FON), and has been revised to include the following information:

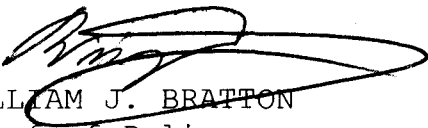
- \* Verbatim Public Safety Statement (PSS);
- \* Lawful Contacts;
- \* Cardiopulmonary Resuscitation (CPR);
- \* Crime Broadcast Formats (Primary and Secondary);
- \* Deaf/Hard of Hearing Communication Card;
- \* Field Show-Up Admonition;
- \* Use of Force Definitions; and,
- \* Less Lethal Device Standoff Distances.

The use and distribution of this form has not changed.

**FORM AVAILABILTY:** The revised Field Officer's Notebook, will be available for ordering from the Department of General Services, Distribution Center, in about 90 days. Department personnel shall continue to use the current supply of Officer's Notebooks until the revised notebooks are available.

**AMENDMENTS:** This Order amends Sections 3/621.10, and 5/15.03.00 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Director, Office of Operations, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIAM J. BRATTON  
Chief of Police

Attachment

DISTRIBUTION "A"

## Verbatim Public Safety Statement (PSS)

"Officer, I am ordering you to give me a Public Safety Statement. Due to the immediate need to take action, you do not have the right to wait for representation to answer these limited questions."

- ☐ Were you involved in an officer-involved shooting?
- ☐ Approximately how many rounds did you fire and in what direction did you fire them?
- ☐ Do you know if any other officers fire any rounds?
- ☐ Is it possible the suspect fired rounds at you?
- ☐ Is anyone injured? If so, where are they located?
- ☐ Are you aware of any witnesses? If so, what is their location?
- ☐ Approximately where were you when you fired the rounds?
- ☐ Are there any outstanding suspects? If so, what is the description, direction, and mode of travel?  
How long have they been gone? What crime(s) are they wanted for?  
What weapons are they armed with?
- ☐ Are there any weapons or evidence that need to be secured/protected? Where are they located?

Additionally, supervisors should obtain the public safety statements of all substantially involved personnel before they are transported from the scene. The supervisor, absent exigent circumstances, shall remain at the scene to provide the Public Safety Statement to responding investigators. The information shall be provided, either voluntarily or with representation, to the investigators upon their request.

These questions should be followed by an order not to discuss the incident with anyone, prior to the

## **Lawful Contacts**

### **Lawful Contacts**

#### **CONSENSUAL ENCOUNTERS**

A consensual encounter includes only those situations where the conduct of the police would lead reasonable persons to believe he/she is free to leave or terminate the encounter. The officer must not restrain or exert any authority over the person.

#### **DETENTIONS**

A detention occurs when an officer restrains or asserts authority over an individual to such an extent that the person reasonably feels as though he/she cannot terminate the contact.

An officer may restrain or assert authority over an individual when he/she has "reasonable suspicion" to believe the person has or is about to commit a crime. The officer must possess specific and articulable facts that lead an officer to reasonably believe that:

O Unusual activity has occurred, is occurring, or is about to occur;

O The unusual activity is related to a crime;

O The person to be detained is associated with the criminal activity.

The person detained is not free to leave during a detention, which may last as long as reasonably necessary to investigate the reason for the detention. Reasonable force can be used to complete the investigation.

### **Lawful Contacts cont.**

#### **PAT DOWN/FRISK SEARCHES**

A Patdown/Frisk Search is not permitted during a lawful Detention, unless the officer ALSO believes the person may be Armed or Dangerous. Generalized "officer safety" concerns are not enough to support routine Patdown/Frisk Searches of detained persons. Officers must be able to articulate specific facts that lead them to believe that this particular person may be armed or dangerous.

Patdown/Frisk Searches are permitted of a person's outer clothing for Weapons only.

#### **ARRESTS**

A lawful arrest must be based upon Probable Cause. PC to arrest is defined as a set of facts that would cause a reasonable person to form an Honest and Strong Belief that the person to be arrested has committed a crime. A lawful arrest requires only a Fair Probability that the person committed a crime.

Both an Arrest and a Detention should be evaluated based upon the Totality of the Circumstances including the officer's training and experience.

For more information or for additional cards, please contact  
the LAPD Legal Training Unit at (310) 342-3075.

## Cardio-Pulmonary Resuscitation (CPR)

CPR FACT SHEET			
	ADULT	CHILD	INFANT
AGE	eight year and over	one year old to eight	zero to one year old
METHOD	two hands over center of chest	one or two hands over center of the chest	two fingers at or just below the nipple line
RATE	minimum 100 per min.	minimum 100 per min.	minimum 100 per min.
DEPTH	1/3 to 1/2 body depth	1/3 to 1/2 body depth	1/3 to 1/2 body depth
RATIO	30:2	30:2	30:2
TWO MAN CPR	30:2	15:2	15:2
CYCLES	5 cycles = 2 minutes	5 cycles = 2 minutes	5 cycles = 2 minutes
RESCUE BREATHING	1 breath every 5 seconds	1 breath every 3 seconds	1 breath every 3 seconds
RESCUERS SHOULD PUSH HARD AND DEEP ON THE CHEST.			
RESCUERS SHOULD COMPRESS AT A RATE OF 100 TIMES PER MINUTE.			
RESCUERS SHOULD ALLOW THE CHEST TO RECOIL COMPLETELY AFTER EACH COMPRESSION.			

## Crime-Broadcast Format

### 120.41 INITIAL BROADCASTS OF CRIME DESCRIPTION.

The first officers to arrive at the scene of a crime shall conduct a brief interview with the victim or witnesses. Information, when applicable, shall be transmitted in the following sequence to the communications operator, without delay:

- ☐ Type of Crime: \_\_\_\_\_
- ☐ Occurred \_\_\_\_\_ Minutes Ago;
- ☐ Location: \_\_\_\_\_
- ☐ Vehicle Used (or left on foot);
- ☐ Direction Taken; (N,S,E,W) on... \_\_\_\_\_
- ☐ Number, Sex, Descent of Suspects; \_\_\_\_\_
- ☐ Outstanding Features;
- ☐ Weapon; and,
- ☐ General Type of Property Taken.

## Deaf/Hard of Hearing Communication Card

### DEAF/HARD OF HEARING COMMUNICATION CARD

Sign Language Interpreter Response/Arrest Advisement

Do you need a sign language interpreter? Yes ☐ No ☐

☐ They will meet us \_\_\_\_\_

It may take 45 minutes for the sign language interpreter to arrive.

☐ You are under arrest. I will take you to \_\_\_\_\_

A sign language interpreter will meet us there. You will ride in the police car.

Officer's Name/Serial No. \_\_\_\_\_ Date \_\_\_\_\_

## **Field Show-Up Admonition**

### **Field Identification (Show-Up)**

**An officer who intends to conduct a field confrontation (show-up) shall inform the victim or witness that:**

- ☐ **The Person is in temporary custody as a possible suspect only; and,**
- ☐ **The fact the person is in police custody does not indicate his/her guilt or innocence; and,**
- ☐ **The purpose of the show-up is either to eliminate or identify the person as a suspect involved in the crime.**

## **Use of Force Definitions**

### **Use of Force Definitions**

#### **Categorical/Non-Categorical Use of Force Defined**

##### **Categorical Use of Force**

1. The use of deadly force (e.g., discharge of a firearm) by a Department employee.
2. All uses of the Carotid Restraint Control Hold (CRCH) by a Department employee.
3. All deaths while the arrestee or detainee is in the custodial care of the Department (In-Custody Death - ICD).
4. A use of force incident resulting in death.
5. A use of force incident resulting in an injury requiring hospitalization ("admitted").
6. A head strike with an impact weapon (e.g., baton, flashlight, pistol, astro, etc.).
7. An incident in which a member of the public is bitten by a Department canine and hospitalization is required ("admitted").

##### **Non-Categorical Use of Force**

All other reportable uses of force, including the discharge of a TASER or chemical irritant control device, are classified as a Non-Categorical Use of Force.

## Less Lethal Device Stand-Off Distances

### **Stand-Off Distances**

#### **BEANBAG SHOTGUN**

5' to 45' (Feet)

#### **OC SPRAY**

8' to 12' (Feet)

#### **M-26 Taser**

12' to 18' (Feet)

#### **X-26 Taser**

7' to 15' (Feet)

## **ADMONITION OF RIGHTS**

When a suspect is to be interrogated regarding his/her possible participation in the commission of a criminal offense, the following "warning" shall be read to him/her:

1. You have the right to remain silent. Do you understand?
2. Anything you say may be used against you in court. Do you understand?
3. You have the right to the presence of an attorney before and during any questioning. Do you understand?
4. If you cannot afford an attorney, one will be appointed for you, free of charge, before any questioning, if you want. Do you understand?

The following can then be asked to obtain an express waiver:  
Do you want to talk about what happened?

15.03.00 (10/01)

## **ADMONITION OF RIGHTS IN SPANISH (To be used only by an officer fluent in and capable of testifying in Spanish).**

When a suspect is to be interrogated regarding his/her possible participation in the commission of a criminal offense, the following "warning" shall be read to him/her:

1. Usted tiene el derecho de permanecer callado. Entiende?
2. Cualquier cosa que usted diga puede ser usada en su contra en una corte de justicia. Entiende?
3. Usted tiene el derecho de la presencia de un abogado antes y durante cualquier interrogatorio. Entiende?
4. Si usted no tiene dinero para pagar un abogado, se nombrará uno para usted, sin costo alguno, antes de cualquier interrogatorio, si así lo quiere usted. Entiende?

The following can then be asked to obtain an express waiver:  
Quiere usted hablar sobre lo que ocurrió?

**LAW ENFORCEMENT CODE OF ETHICS.** "As a law enforcement officer, my fundamental duty is to serve mankind-to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder, and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession ... law enforcement."